

## **1.0.2 REPORTING ORGANIZATIONS**

- 1.0.2.1     **DEFINITION** - A reporting organization is a federal term defined generally as a state or subordinate organization within a state which is solely responsible for a set of stations which monitor the same pollutant and for which precision and accuracy assessments can be pooled.

Each reporting organization shall be defined such that precision and accuracy among all stations in the organization can be expected to be reasonably homogeneous as a result of common factors. Common factors include: (1) operation by a common team of field operators, (2) common calibration facilities, and (3) support by a common laboratory or headquarters.

- 1.0.2.2     **DESIGNATION** - In the State of California, there are four reporting organizations for federal purposes. These reporting organizations are:

1.     Air Resources Board (ARB) (#06-001)
2.     Bay Area Air Quality Management District (#06-004)
3.     San Diego County Air Pollution Control District (#06-036)
4.     South Coast Air Quality Management District (#06-061)

The ARB reporting organization consists of ARB and all air pollution control districts in the State of California, except the Bay Area Air Quality Management District, San Diego County Air Pollution Control District, and South Coast Air Quality Management District.

- 1.0.2.3     **RESPONSIBILITIES** - Each reporting organization shall be responsible for maintaining their own quality assurance programs and reporting their precision and accuracy data to the United States Environmental Protection Agency (U.S. EPA). Each agency's standard operating procedures for air monitoring (Quality Assurance Manuals) have been reviewed and approved by the U.S. EPA. In order to ensure data continuity between reporting organizations, ARB conducts periodic interlaboratory standards comparisons, system audits, and performance audits.

Each agency within the ARB reporting organization has the primary responsibility for ensuring that air quality data are collected in sufficient quantity and of sufficient quality to meet the objectives outlined in Section 1.0.1. Unless alternative procedures are submitted in writing to, and approved in writing by the ARB Monitoring and Laboratory Division, the procedures set forth in the ARB Air Monitoring Quality Assurance Manual (Volumes I through VI, as developed) apply to all agencies within the ARB reporting organization and serve as a model for the other district reporting organizations (South Coast AQMD, Bay Area AQMD, and San Diego APCD). The ARB in effect has technical jurisdiction over all districts via the State Board's approval of the districts' attainment plans. The legal provisions covering the relationship between the ARB and the districts are specified in the California Air Pollution Control laws.

1.0.2.4 DISTRICT QUALITY ASSURANCE REQUIREMENTS - The ARB maintains a close relationship with local air pollution control districts in working towards the common goal of quality air monitoring data. The ARB has the primary responsibility to oversee quality assurance throughout the State, while local districts are responsible for their respective air monitoring programs.

The ARB assists local districts in upgrading their quality assurance programs by providing technical assistance. The technical assistance covers: equipment purchase recommendations, analyzer evaluation and repair, analyzer calibrations, interlaboratory comparisons, training, equipment loans, and formalized reviews of air monitoring programs in the form of system audits. Emphasis is placed on developing and maintaining minimum standards of quality assurance in air monitoring consistent with State and federal guidelines.

The following criteria pollutant guidelines are presented as an aid to the districts in evaluating the quality and reliability of their own air monitoring programs. These guidelines are to be used to ensure data acceptability prior to entry in the ARB data bank.

1. Instrumentation used to measure ambient air quality of criteria pollutants shall be designated reference or equivalent method by the U.S. EPA and/or the ARB. Federally approved methods are not automatically deemed usable for State standard attainment purposes.
2. Calibration and operating procedures shall be documented and found

acceptable to the ARB. This shall include zero, span, and precision checks; preventative and remedial maintenance; and documentation of quality control information.

3. Automated instrumentation shall be housed in temperature controlled shelters. The shelter temperature shall be maintained at  $25^{\circ}\text{C} \pm 5^{\circ}\text{C}$ . However, the U.S. EPA allows a low of  $18^{\circ}\text{C}$  with no more than a  $+10^{\circ}\text{C}$  fluctuation (energy savings).
4. A sampling site report shall be submitted for each air monitoring station. A revised site report shall be submitted each time a change is made in the instrumentation, or type, or location of the sampling train, and/or whenever there is a change in the surrounding area that may affect the representativeness of the air quality data. (This may include a local construction project or start up or shut down of a significant local source, etc.) The site report shall consist of the following:
  - a. The Site Initiation/Termination Report (form MLD-87),
  - b. The Site Identification Report (form MLD-4),
  - c. The Probe/Sampler Identification Report (form MLD-5),
  - d. The Pollutant/Project Report (form MLD-6) for each pollutant monitored, and
  - e. A map identifying the site location, UTM coordinates, and photographs at four major quadrants.

In addition, districts are required to conform to other various quality assurance requirements as contained in 40 CFR Part 58 and as appropriate in the State's subvention grant agreements, such as the submission of quarterly precision data and participation in investigations of any required air quality data actions.